SITS User Guide

Assessment:

Module Mark Entry

IT Services & Academic Registry

Version 13.0 – 6th October 2015

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Module Assessment

Module Assessment refers to how you enter all assessment results for students on taught courses. **This guide covers the steps required to enter the assessment component marks/grades and then calculate and finalise the module component marks** for each student, and how to make any required amendments. This is done in the SITS e:Vision Portal at my.tcd.ie.

All results (marks and/or grades as appropriate) should be entered and recorded against module records for each student. Each module will, in general, be assessed in the same way for all students taking the module. Results are entered at the assessment component level, with the module results being calculated based on the weighting of the assessment components.

Note that in order for marks to be entered into the SITS system, each module must first have had its module assessment pattern (MAP) setup. The MAP defines the assessment components for a module, and their weighting. The MAP also defines the mark/grade scheme for each component and how re-assessment will be carried out. The steps relating to the setup of MAPs are covered in a separate guide.

The MAPs guide also covers how to assign a MAP to a specific module, how to set a module co-ordinator, how a School Assessment Manager can set the marking status of a module (to **make it ready to mark**) and how they can grant access to module assessment functionality to any staff member.

Assessment Components

An assessment component represents a sizeable portion of the assessment of a module e.g. an end-of-year written examination, an oral or viva voce exam, a term essay, a term test or a collection of homework (e.g. tutorials sheets or laboratory reports). Each exam paper should be an individual assessment component. There are generally no more than 5 or 6 assessment components for a module and most commonly there are 1, 2 or 3 components.

Marks or grades for individual exam questions or weekly course work are not recorded in SITS.

As outlined above, the assessment components for any module are defined in the Module Assessment Pattern (MAP). **Re-assessment components, if different to the initial assessment, are also defined in the MAP.**

What marks are recorded in SITS?

Marks and grades are stored in SITS at two levels:

1. Assessment Component Level

There can be a number of assessment components and there will be at least one for each module that is assessed. Each assessment component is assigned a 'weighting' between 0% and 100%. The sum of the weightings must be 100%. **All marks and grades are entered at the assessment component level. Component marks are not rounded up or down.**

2. Module Level

Module marks and grades are normally automatically formed from the marks and grades that have been entered at the assessment component level.

A full set of marks and/or grades at both assessment component and module level for each phase below must be recorded, as necessary, for each student in each year.

- Initial Assessment/Annual Exam Session
- Re-assessment/Supplemental Exam Session
- Re-assessment/Special Examinations

Provisional and Final Marks

Following decisions by both the Undergraduate and Graduate Studies Committees, SITS has been set up to record (store) both 'provisional' and 'final' marks and/or grades at both assessment component and module level.

Provisional mark/grades are:

- Those marks and grades that are the initial assessment results determined by the member of the teaching staff assigned to mark the assessment (i.e. the 'examiner' or 'marker').
- The provisional module mark is calculated by SITS as the weighted average of the provisional assessment component marks (based on the weighting of the components).

Final marks and grades marks and grades are

- The marks and grades determined by the academic staff member with overall responsibility for assessing (examining) the module e.g. / 'module co-ordinator' or 'owner'. These final marks are submitted to the appropriate Court of Examiners

- After approval or amendment by the appropriate Court of Examiners the final marks become the permanent record of the student's academic performance in regard to the module. These marks eventually become Published.

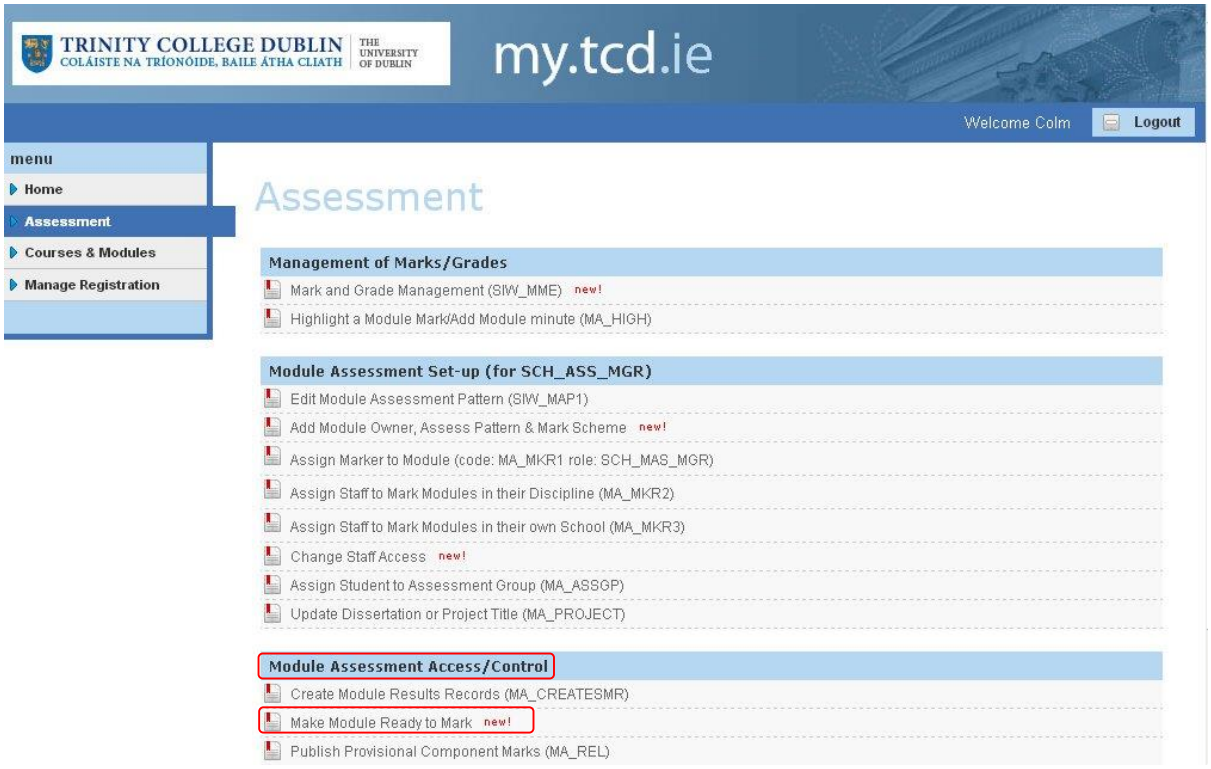
The provisional and final marks may be different. Is such cases it is expected that the examiner or the secretary of the Court of Examiners will record a note or minute to explain the reason for the mark/grade change.

Students never see Provisional marks, only the Final marks.

Changing the marking status of a module (School assessment managers only)

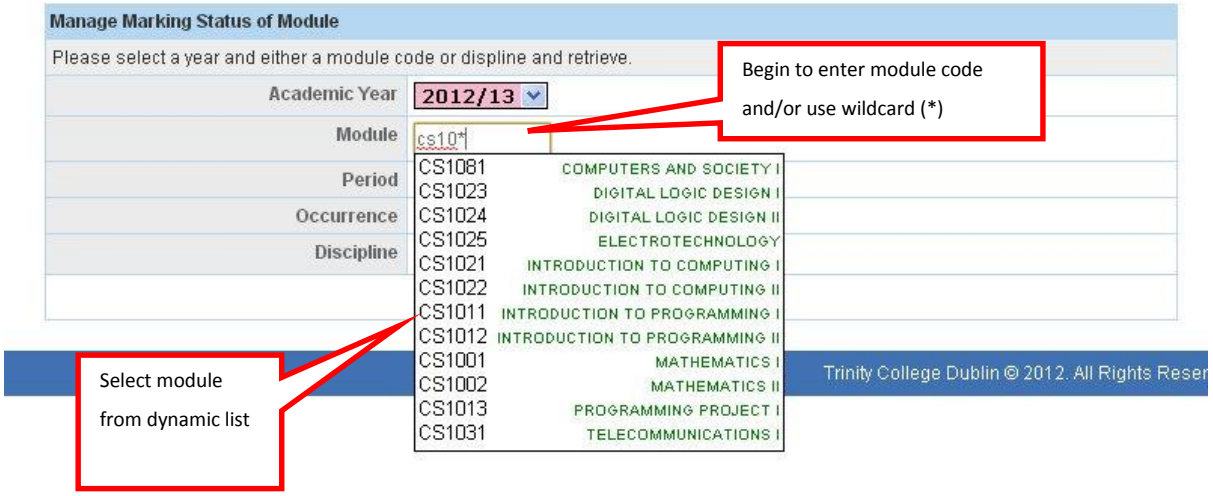
A School Assessment Manager can make a module 'Ready to mark' or 'switch off' the module for entering/managing marks at any stage after the 'mark sheet' (or 'Student Module Record' SMR) has been created. The module is defaulted to 'Ready to mark' by the SITS functionality that creates the SMR so it will not normally be an extra task to make the module 'Ready to mark'.

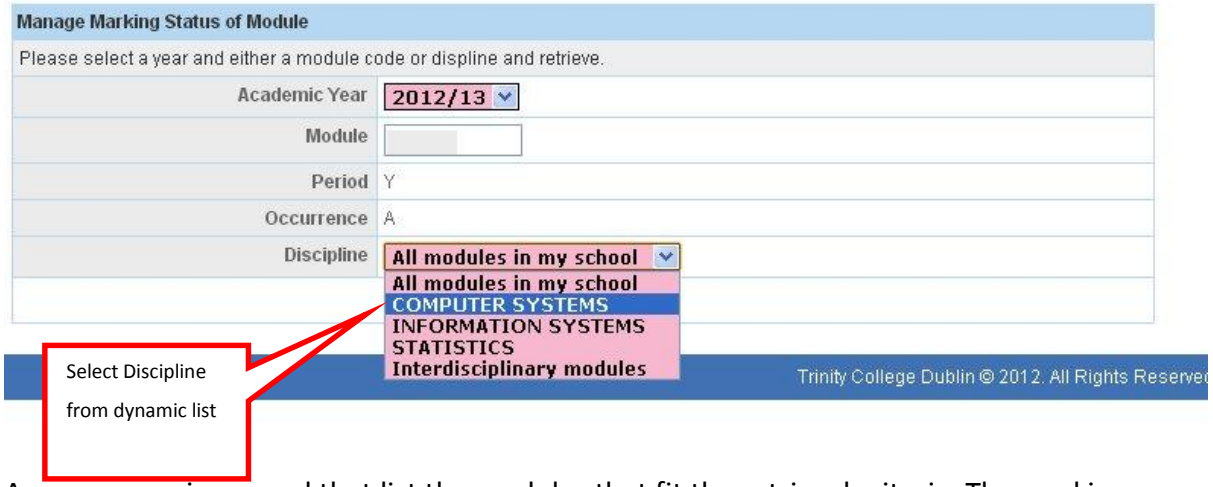
To access the functionality select **Make Module Ready to Mark** in the container 'Module Assessment Access/Control' (see screenshot below).


TRINITY COLLEGE DUBLIN
COLÁISTE NA TRÍONÓIDE, BAILE ÁTHA CLIATH
THE UNIVERSITY OF DUBLIN
my.tcd.ie
Welcome Colm
Logout
menu
Home
Assessment
Courses & Modules
Manage Registration
Assessment
Management of Marks/Grades
Mark and Grade Management (SIW_MME) new!
Highlight a Module Mark/Add Module minute (MA_HIGH)
Module Assessment Set-up (for SCH_ASS_MGR)
Edit Module Assessment Pattern (SIW_MAP1)
Add Module Owner, Assess Pattern & Mark Scheme new!
Assign Marker to Module (code: MA_MKR1 role: SCH_MAS_MGR)
Assign Staff to Mark Modules in their Discipline (MA_MKR2)
Assign Staff to Mark Modules in their own School (MA_MKR3)
Change Staff Access new!
Assign Student to Assessment Group (MA_ASSGP)
Update Dissertation or Project Title (MA_PROJECT)
Module Assessment Access/Control
Create Module Results Records (MA_CREATESMR)
Make Module Ready to Mark new!
Publish Provisional Component Marks (MA_REL)

This opens a new screen in which you may select a module or a selection of modules.

The selection of modules can be carried out in the same ways as for assigning mark schemes etc. following 'Retrieve'

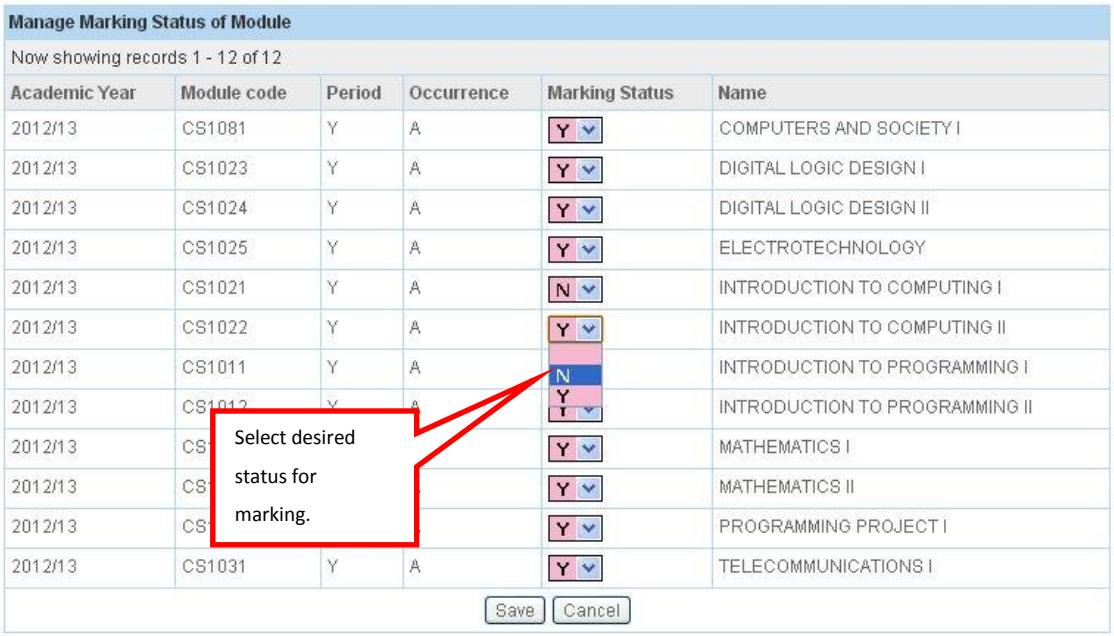

Manage Marking Status of Module
Please select a year and either a module code or displine and retrieve.
Academic Year
2012/13
Module
cs10*
Period
Occurrence
Discipline
Begin to enter module code and/or use wildcard (*)
CS1081 COMPUTERS AND SOCIETY I
CS1023 DIGITAL LOGIC DESIGN I
CS1024 DIGITAL LOGIC DESIGN II
CS1025 ELECTROTECHNOLOGY
CS1021 INTRODUCTION TO COMPUTING I
CS1022 INTRODUCTION TO COMPUTING II
CS1011 INTRODUCTION TO PROGRAMMING I
CS1012 INTRODUCTION TO PROGRAMMING II
CS1001 MATHEMATICS I
CS1002 MATHEMATICS II
CS1013 PROGRAMMING PROJECT I
CS1031 TELECOMMUNICATIONS I
Select module from dynamic list
Trinity College Dublin © 2012. All Rights Reser



A new screen is opened that list the modules that fit the retrieval criteria. The marking status is shown for each module.

Status	Description
Y	Module is ready to marking

N	Module is closed for marking


Manage Marking Status of Module
Now showing records 1 - 12 of 12
Academic Year
Module code
Period
Occurrence
Marking Status
Name
2012/13 CS1081 Y A Y COMPUTERS AND SOCIETY I
2012/13 CS1023 Y A Y DIGITAL LOGIC DESIGN I
2012/13 CS1024 Y A Y DIGITAL LOGIC DESIGN II
2012/13 CS1025 Y A Y ELECTROTECHNOLOGY
2012/13 CS1021 Y A N INTRODUCTION TO COMPUTING I
2012/13 CS1022 Y A Y INTRODUCTION TO COMPUTING II
2012/13 CS1011 Y A INTRODUCTION TO PROGRAMMING I
2012/13 INTRODUCTION TO PROGRAMMING II
2012/13 MATHEMATICS I
2012/13 MATHEMATICS II
2012/13 PROGRAMMING PROJECT I
2012/13 CS1031 Y A Y TELECOMMUNICATIONS I
N
Y
Select desired status for marking.
Save
Cancel

Note: Select 'Save' to save your work or 'cancel' to return to the module selection screen.

Module Mark Entry – Step-by-step process

Broadly speaking, there are three phases to Module Mark Entry:

- **Enter** the marks for each assessment component
- **Calculate** the overall module mark
- **Finalise** the module mark (at a later point you can **Undo** to amend)

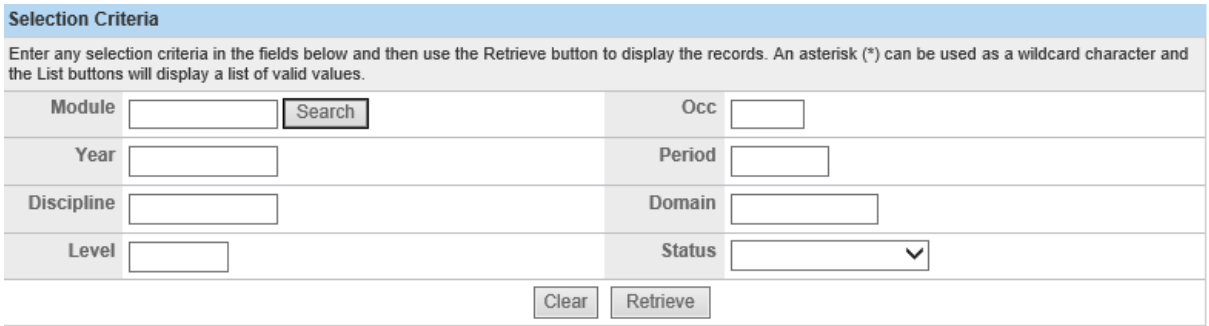
Step 1: After logging in at **my.tcd.ie**, click **Assessment** on the left menu

Tip: It is recommended that you use Google Chrome rather than Internet Explorer to access my.tcd.ie

Step 2: Now select **Mark and Grade Management**

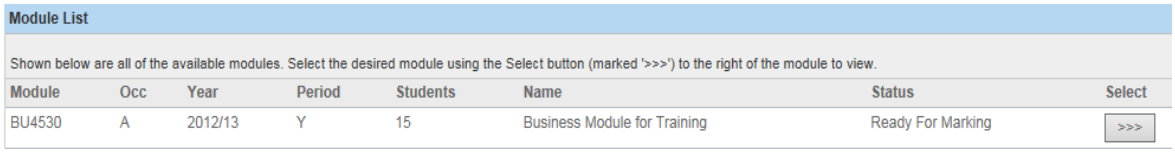
It is expected that Assessment Managers may have access to many modules and for that reason a selection/retrieval screen is available. By entering suitable selection data in the selection fields you can refine the search for modules.

Tip: If you enter a specific Module code then it is a good idea to also enter the relevant Year e.g. 2014/15, to ensure you are not going to alter the marks for a previous year.


Selection Criteria
Enter any selection criteria in the fields below and then use the Retrieve button to display the records. An asterisk (*) can be used as a wildcard character and the List buttons will display a list of valid values.
Module
Search
Occ
Year
Period
Discipline
Domain
Level
Status
Clear
Retrieve

Step 3: Click **Retrieve.** If you don't enter any search data then when you hit **Retrieve** you will be able to view all modules assigned to you.

Step 4: To proceed click the button under **Select** to the right of the screen for the Module you wish to enter marks for. Note that the **Status** should be 'Ready For Marking' (this must be set by the School Assessment Manager).

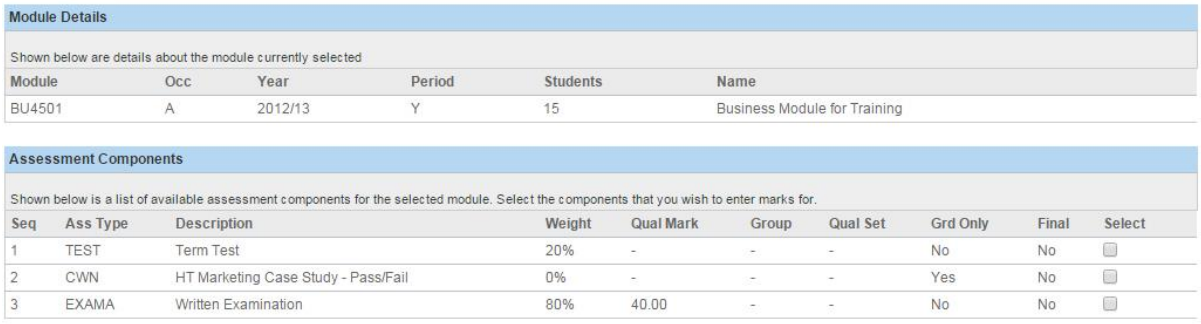


Module List

Shown below are all of the available modules. Select the desired module using the Select button (marked '>>>') to the right of the module to view.

Module	Occ	Year	Period	Students	Name	Status	Select
BU4530	A	2012/13	Y	15	Business Module for Training	Ready For Marking	>>>

The 'Selected Module' screen is divided into two sections, as shown below. The upper section displays basic information relating to the assessment components of the module, taken from the 'Module Assessment Pattern' (MAP). If the information here seems incorrect then the MAP may need reviewing.



Module Details

Shown below are details about the module currently selected

Module	Occ	Year	Period	Students	Name
BU4501	A	2012/13	Y	15	Business Module for Training

Assessment Components

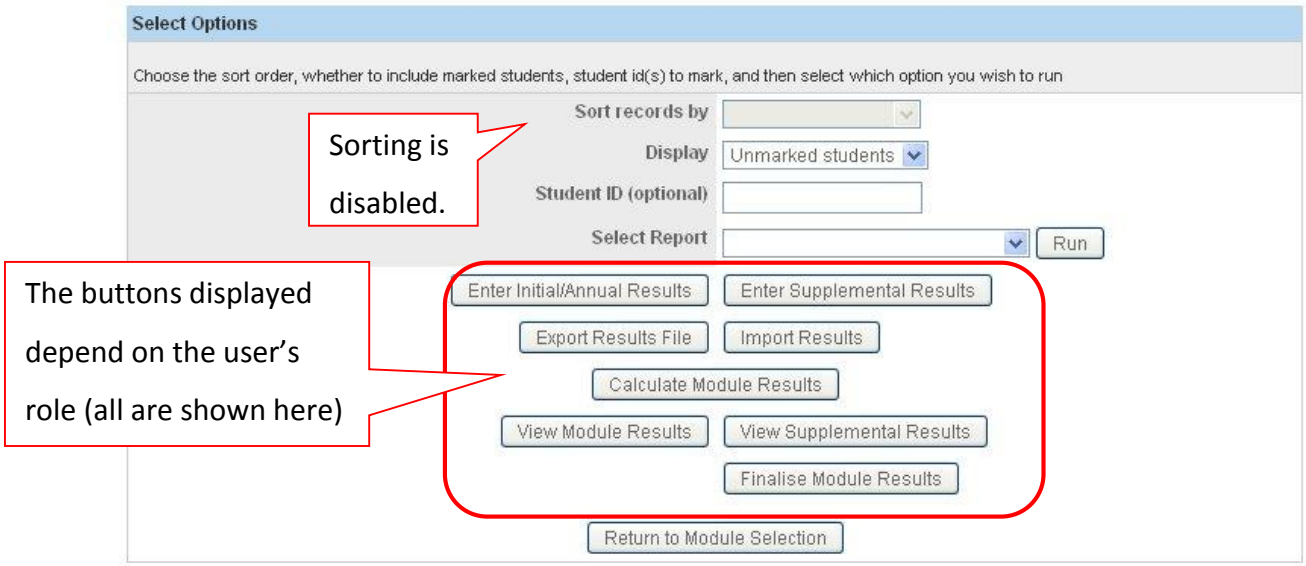
Shown below is a list of available assessment components for the selected module. Select the components that you wish to enter marks for.

Seq	Ass Type	Description	Weight	Qual Mark	Group	Qual Set	Grd Only	Final	Select
1	TEST	Term Test	20%	-	-	-	No	No	☐
2	CWN	HT Marketing Case Study - Pass/Fail	0%	-	-	-	Yes	No	☐
3	EXAMA	Written Examination	80%	40.00	-	-	No	No	☐

The Assessment details displayed contain each of the assessment components in sequence with Assessment Type, Description entered, weighting (check that the total is 100%!), Qualifying Marks and Set for any components that have them and a Yes/No field indicating that the component is marked with a grade only (i.e. no numerical mark is assigned).

The various Assessment Types are outlined in the Appendices at the end of this document.

The lower section of the 'Selected Module' screen provides you with the options or controls (buttons and drop-down menus) to facilitate the various Module Mark Entry and management tasks required.

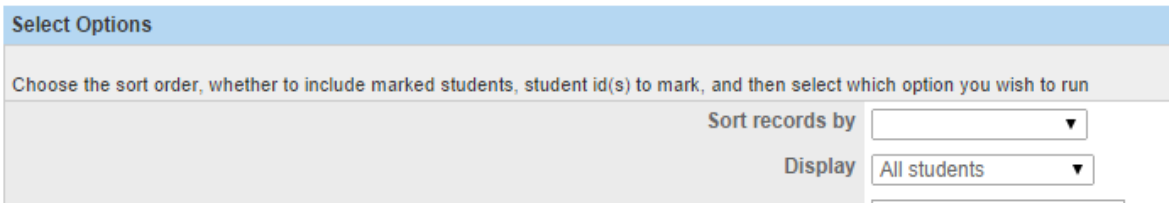

Select Options
Choose the sort order, whether to include marked students, student id(s) to mark, and then select which option you wish to run
Sorting is disabled.
Sort records by
Display
Unmarked students
Student ID (optional)
Select Report
Run
The buttons displayed depend on the user's role (all are shown here)
Enter Initial/Annual Results
Enter Supplemental Results
Export Results File
Import Results
Calculate Module Results
View Module Results
View Supplemental Results
Finalise Module Results
Return to Module Selection

Tip: It is recommended that you don't use the 'Back' button in your web browser to revert to a previous screen. Either use the relevant buttons noted in this guide, or else start again by choosing Assessment from the left menu.

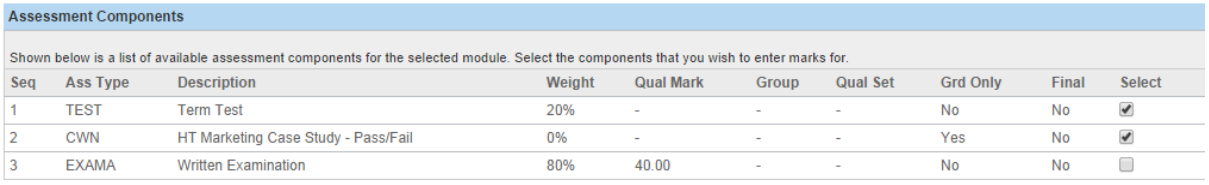
Entering the Module Marks

Step 5: Change **Display** to all view 'All students'.

Tip: Remember to select 'All students' each time, as this defaults to 'Unmarked students'.

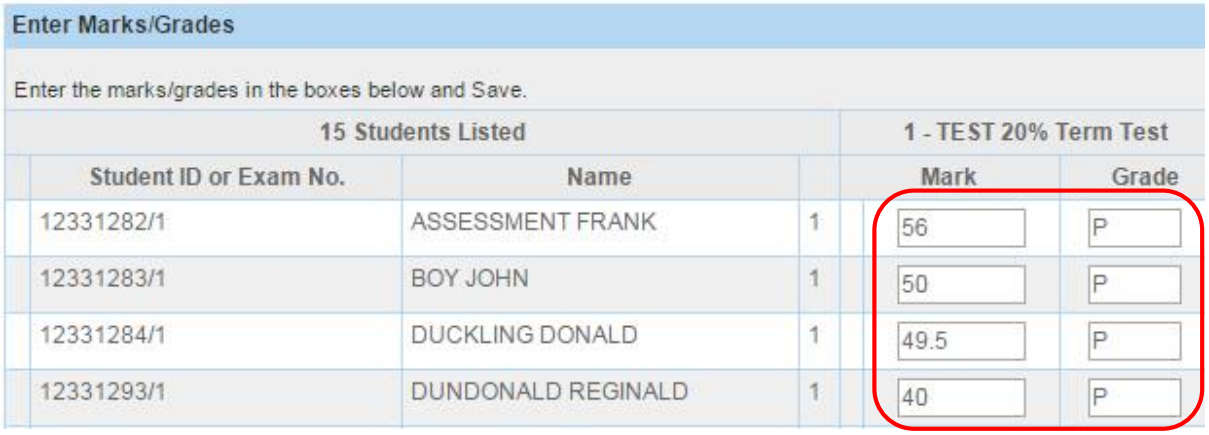

Select Options
Choose the sort order, whether to include marked students, student id(s) to mark, and then select which option you wish to run
Sort records by
Display
All students

Step 6: Under Select, to the right, tick the boxes of the components you wish to enter marks for. In the example below, two components have been selected.


Assessment Components
Shown below is a list of available assessment components for the selected module. Select the components that you wish to enter marks for.
Seq Ass Type Description Weight Qual Mark Group Qual Set Grd Only Final Select
1 TEST Term Test 20% - - - No No
2 CWN HT Marketing Case Study - Pass/Fail 0% - - - Yes No
3 EXAMA Written Examination 80% 40.00 - - No No

Step 7: Click **Enter Initial/Annual results**

Step 8: Now enter the relevant results for each students. There is no need to enter a Grade as SITS will automatically do this for you, based on how marking scheme defined in the MAP. If you see '?????' beside any entry, this means SITS has applied a grade and wants you to confirm if you are happy with this.


Enter Marks/Grades
Enter the marks/grades in the boxes below and Save.
15 Students Listed
1 - TEST 20% Term Test
Student ID or Exam No. Name Mark Grade
12331282/1 ASSESSMENT FRANK 1 56 P
12331283/1 BOY JOHN 1 50 P
12331284/1 DUCKLING DONALD 1 49.5 P
12331293/1 DUNDONALD REGINALD 1 40 P

Step 9: Once you have entered the results for the currently displayed students you must click **Save and Next Page** to begin entering results for the next page of students.

Tip: Be sure to Save each page of entered results before progressing to the next page

Step 10: When you have completed adding results to all pages of students then click **Save**

Step 11: Finally select **Quit/Don't Save** to return to the main 'Selected Module' screen

At any point should you wish to review the marks entered then select the relevant assessment components and choose **View Module Results** towards the bottom of the screen.

Tip: Don't leave the module marks blank for any student – they may not then show up in that Module the following year.

Tip: Don't use the Calculate Results button at the bottom of the screen where you enter the results. It is better to use the Calculate Module Results button on the main 'Selected Module' screen, as we will see later.

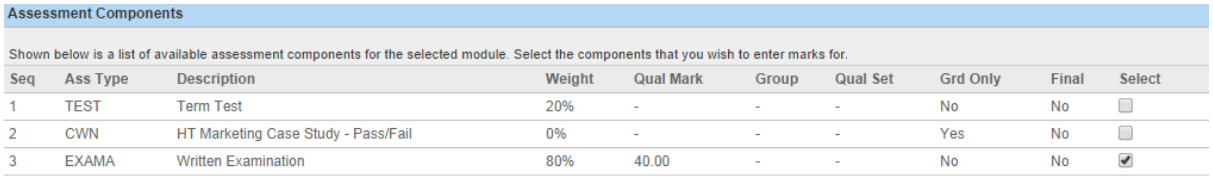
Optional approach: Importing Marks /Grades through a Results File

Instead of manually entering mark/grades as described above you may choose to import provisional marks/grades from a results file – a spreadsheet that is saved in .**csv** file format (comma delimited). First you must export a template results file from SITS, then an assessor can then enter the results in Excel, for example, and finally you can import these results back into SITS.

Tip: You cannot create your own results file from scratch, nor change the column structure or layout of the exported results file.

The template file can be exported by selecting the **Export Results File** button. An example follows:

Step 12: Select the component you wish to export the results file for

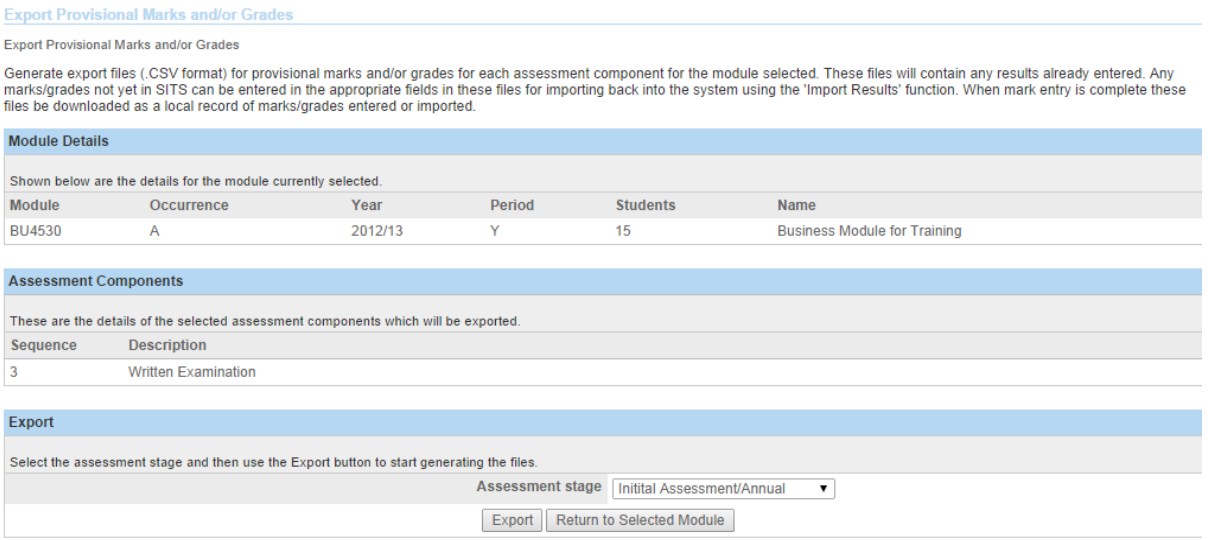


Assessment Components

Shown below is a list of available assessment components for the selected module. Select the components that you wish to enter marks for.

Seq	Ass Type	Description	Weight	Qual Mark	Group	Qual Set	Grd Only	Final	Select
1	TEST	Term Test	20%	-	-	-	No	No	☐
2	CWN	HT Marketing Case Study - Pass/Fail	0%	-	-	-	Yes	No	☐
3	EXAMA	Written Examination	80%	40.00	-	-	No	No	☑

Step 13: Select **Export Results file**



Export Provisional Marks and/or Grades

Export Provisional Marks and/or Grades

Generate export files (.CSV format) for provisional marks and/or grades for each assessment component for the module selected. These files will contain any results already entered. Any marks/grades not yet in SITS can be entered in the appropriate fields in these files for importing back into the system using the 'Import Results' function. When mark entry is complete these files be downloaded as a local record of marks/grades entered or imported.

Module Details

Shown below are the details for the module currently selected.

Module	Occurrence	Year	Period	Students	Name
BU4530	A	2012/13	Y	15	Business Module for Training

Assessment Components

These are the details of the selected assessment components which will be exported.

Sequence	Description
3	Written Examination

Export

Select the assessment stage and then use the Export button to start generating the files.

Assessment stage: Initital Assessment/Annual

Export | Return to Selected Module

Step 14: Click **Export**

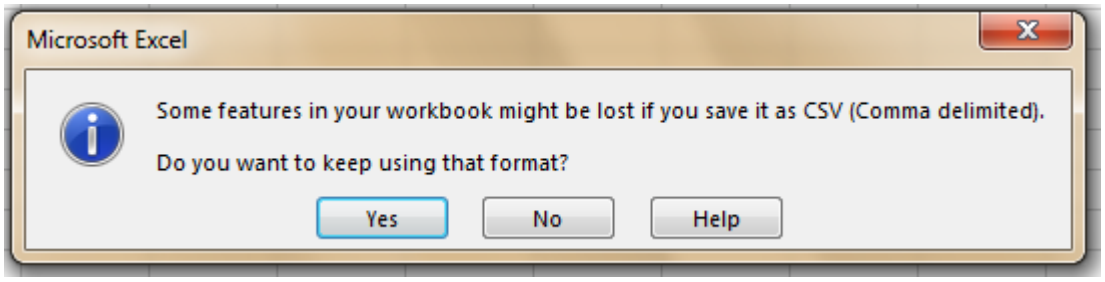
Step 15: Click **View File** link on the page and then select **Save**, to save the results file template to your computer. In a practical sense you can then provide the relevant assessor with this file so they can enter the results.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Cli	Period	#Module	Occ	#Map	#Ass#	#Cand Key	Name	#CD	Mark	Grade	CD	#Cand Key	
2	2012/13	Y	#BU4530	A	#BUTEST-1112	#3	#34221		#				#34221	
3	2012/13	Y	#BU4530	A	#BUTEST-1112	#3	#34301		#				#34301	
4	2012/13	Y	#BU4530	A	#BUTEST-1112	#3	#34302		#				#34302	
5	2012/13	Y	#BU4530	A	#BUTEST-1112	#3	#34303		#				#34303	
6	2012/13	Y	#BU4530	A	#BUTEST-1112	#3	#34304		#				#34304	
7	2012/13	Y	#BU4530	A	#BUTEST-1112	#3	#34305		#				#34305	
8	2012/13	Y	#BU4530	A	#BUTEST-1112	#3	#34306		#				#34306	
9	2012/13	Y	#BU4530	A	#BUTEST-1112	#3	#34307		#				#34307	
10	2012/13	Y	#BU4530	A	#BUTEST-1112	#3	#34308		#				#34308	
11	2012/13	Y	#BU4530	A	#BUTEST-1112	#3	#34309		#				#34309	
12	2012/13	Y	#BU4530	A	#BUTEST-1112	#3	#34310		#				#34310	
13	2012/13	Y	#BU4530	A	#BUTEST-1112	#3	#34311		#				#34311	
14	2012/13	Y	#BU4530	A	#BUTEST-1112	#3	#34312		#				#34312	
15	2012/13	Y	#BU4530	A	#BUTEST-1112	#3	#34313		#				#34313	
16	2012/13	Y	#BU4530	A	#BUTEST-1112	#3	#34314		#				#34314	
17														

Step 16: To enter the results, the assessor can open the results file in Excel. You can now add in a Mark and a Grade for each student, remembering not to make any other alterations to the spreadsheet layout, as you will then not be able to successfully import the results.

Tip: The Grade must be entered in upper case

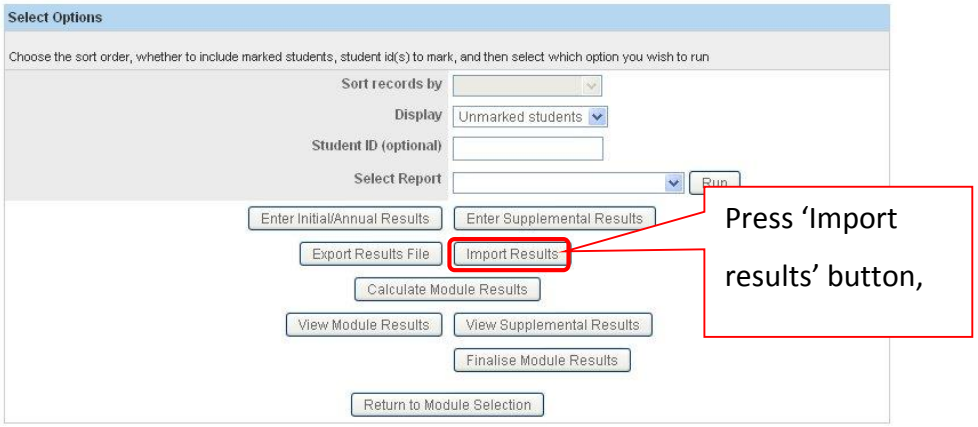
Step 17: Save the file and close it. When asked 'Do you want to keep using that format' choose 'Yes'. If the files is saved in Excel format then you will not be able to import it until it is resaved in .csv format – you can do this in Excel if required.


Microsoft Excel
Some features in your workbook might be lost if you save it as CSV (Comma delimited).
Do you want to keep using that format?
Yes
No
Help

After the marker has completed entering marks and/or grades into the **.csv** file it should be saved as a local record of the provisional marks/grades imported. Similarly to manual mark/grade entry only marks are absolutely required (unless the component is 'grade only')

and SITS will automatically assign pass/fail grades to the marks according to the component mark scheme.

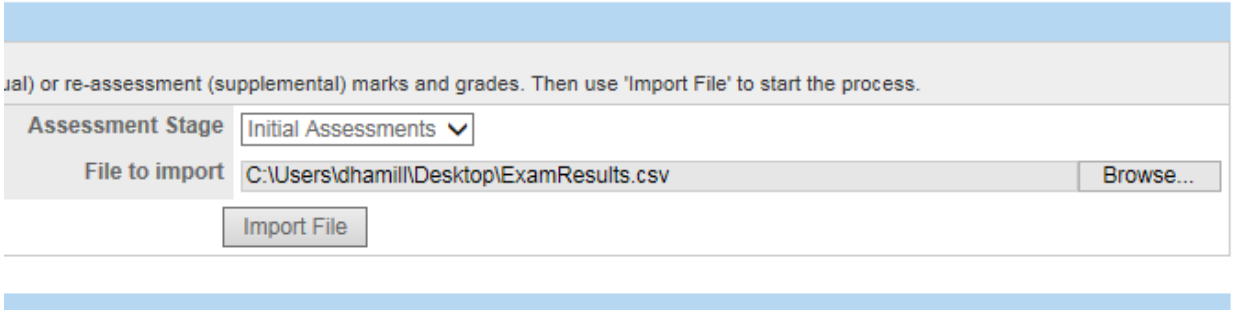
Step 18: When you are ready to import the results choose the **Import Results** button on the main 'Selected Module' screen.



Step 19: In **Assessment Stage** choose **Initial Assessments**

Step 20: Click **Browse** to select the results file

Step 21: Click **Import File**



Step 22: Return to 'Selected Module'

Step 23: Select **Enter Initial Results** or **View Module Results** and you can see the results for the relevant component have been successfully imported.

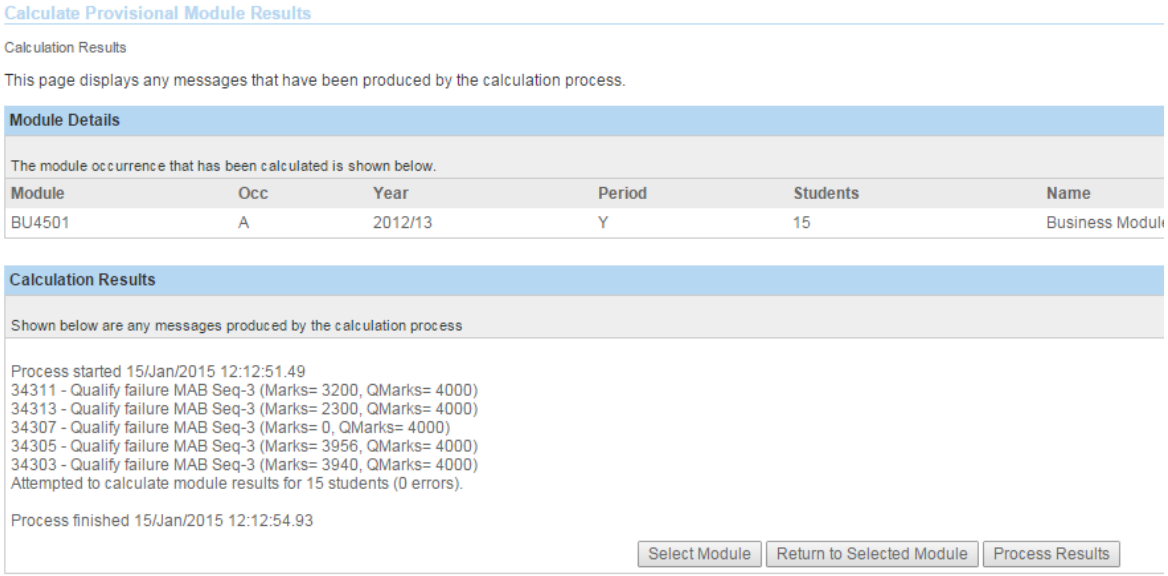
Tip: It is important to note that the results file can only be imported once. If some error has been made then the corrections must be made manually.

Calculate the Module Results

When mark/grade entry or import is completed for all assessment components you can then prompt SITS to calculate the overall provisional module result (provisional mark and /or grade as appropriate).

Step 24: Click **Calculate Module Results**

This opens a new screen. If marks/grades for all assessment components have been entered correctly, the provisional module results will be calculated for all students.

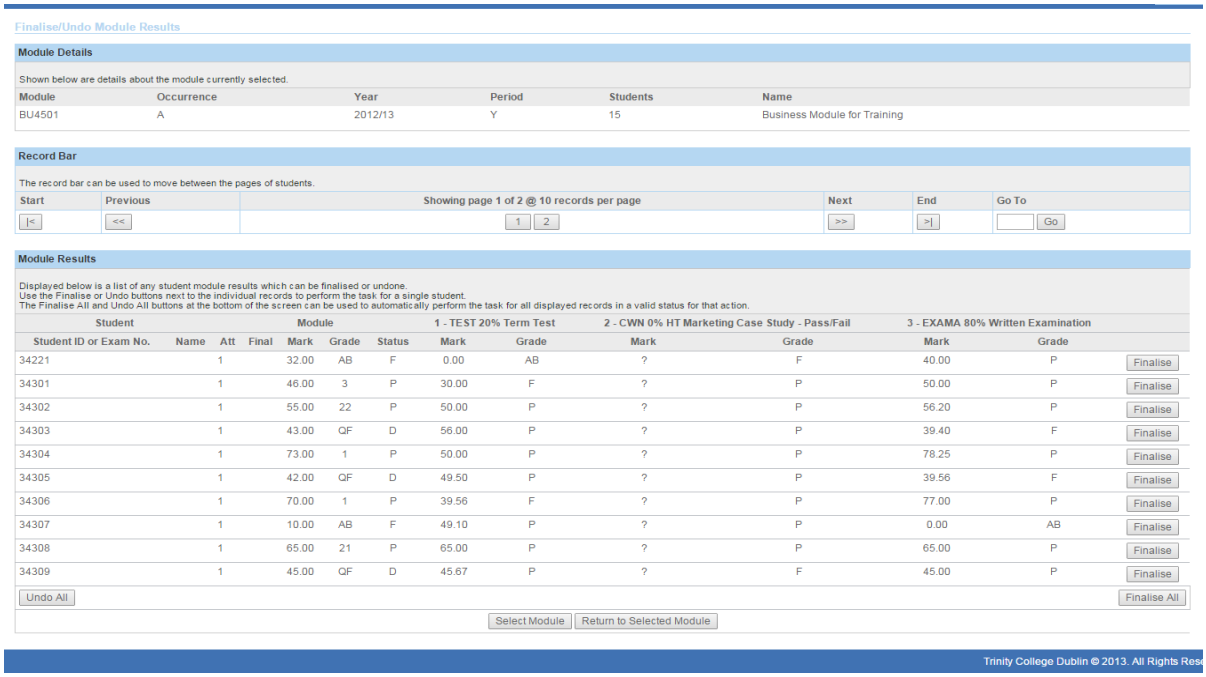

Calculate Provisional Module Results
Calculation Results
This page displays any messages that have been produced by the calculation process.
Module Details
The module occurrence that has been calculated is shown below.
Module
Occ
Year
Period
Students
Name
BU4501
A
2012/13
Y
15
Business Modul
Calculation Results
Shown below are any messages produced by the calculation process
Process started 15/Jan/2015 12:12:51.49
34311 - Qualify failure MAB Seq-3 (Marks= 3200, QMarks= 4000)
34313 - Qualify failure MAB Seq-3 (Marks= 2300, QMarks= 4000)
34307 - Qualify failure MAB Seq-3 (Marks= 0, QMarks= 4000)
34305 - Qualify failure MAB Seq-3 (Marks= 3956, QMarks= 4000)
34303 - Qualify failure MAB Seq-3 (Marks= 3940, QMarks= 4000)
Attempted to calculate module results for 15 students (0 errors).
Process finished 15/Jan/2015 12:12:54.93
Select Module
Return to Selected Module
Process Results

If, however, some marks/grades have been omitted or are not yet to hand the provisional module results for the student affected will not be calculated and an error will be shown in the message box.

Step 25: Click **Confirm**

Step 26: Click **Return to Selected Module**

Step 27: Click **View Module Results**



Finalise/Undo Module Results

Module Details

Shown below are details about the module currently selected.

Module	Occurrence	Year	Period	Students	Name
BU4501	A	2012/13	Y	15	Business Module for Training

Record Bar

The record bar can be used to move between the pages of students.

Start	Previous	Showing page 1 of 2 @ 10 records per page	Next	End	Go To
|<	<<	1 2	>>	>|	Go

Module Results

Displayed below is a list of any student module results which can be finalised or undone.
Use the Finalise or Undo buttons next to the individual records to perform the task for a single student.
The Finalise All and Undo All buttons at the bottom of the screen can be used to automatically perform the task for all displayed records in a valid status for that action.

Student				Module			1 - TEST 20% Term Test		2 - CWN 0% HT Marketing Case Study - Pass/Fail		3 - EXAMA 80% Written Examination		
Student ID or Exam No.	Name	Att	Final	Mark	Grade	Status	Mark	Grade	Mark	Grade	Mark	Grade	
34221		1		32.00	AB	F	0.00	AB	?	F	40.00	P	Finalise
34301		1		46.00	3	P	30.00	F	?	P	50.00	P	Finalise
34302		1		55.00	22	P	50.00	P	?	P	56.20	P	Finalise
34303		1		43.00	QF	D	56.00	P	?	P	39.40	F	Finalise
34304		1		73.00	1	P	50.00	P	?	P	78.25	P	Finalise
34305		1		42.00	QF	D	49.50	P	?	P	39.56	F	Finalise
34306		1		70.00	1	P	39.56	F	?	P	77.00	P	Finalise
34307		1		10.00	AB	F	49.10	P	?	P	0.00	AB	Finalise
34308		1		65.00	21	P	65.00	P	?	P	65.00	P	Finalise
34309		1		45.00	QF	D	45.67	P	?	F	45.00	P	Finalise

Undo All | Finalise All

Select Module | Return to Selected Module

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The provisional module marks have been calculated (if the module mark scheme is not 'grade only'). A provisional grade has been assigned. Here are some examples:

- 1 = First
- 21 = 2.1
- 22 = 2.2
- 3 = Third
- AB = absent – this may need to be updated following Courts of Examiners and there are some examples further on.
- QF = qualified fail – failed an essential component. This is assigned when a student achieves overall percentage mark greater or equal to the pass mark but either fails to achieve the qualifying mark in a component (or set of components) or fails a component that is 'grade-only'.

Finalise Module Results

Marks can now be Finalised either individually or page by page using the Finalise All option.

Step 28: Click **Finalise All** towards the bottom right of the page

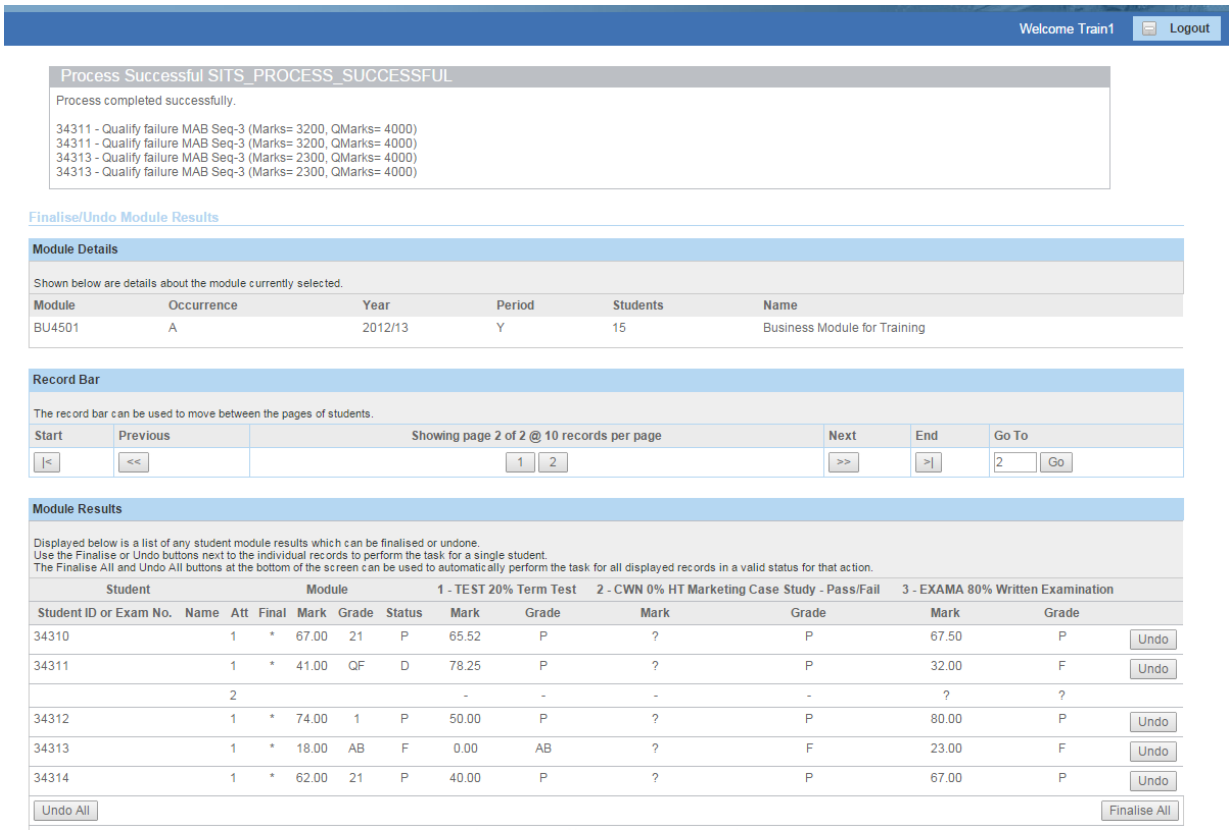
Step 29: Go to the next page and **Finalise All** and repeat for all pages

Tip: Remember to choose Finalise All on each page of students.

Those marks which have a star '*' in the **Final** column are finalised.

If a student has failed some component then a new row for another attempt will be displayed. See the **Att** column.

When the Finalise All button is pressed all marks/grades for all students on the page displayed are finalised with final marks and grades identical to the provisional marks and grades for the module and all assessment components. The marks/grades are now ready for consideration by the appropriate Court of Examiners and you can 'Undo' the marks where certain circumstances arise. Note that the results are not yet published for viewing by the students at this point – this only happens at the end of the Progression phase.



Welcome Train1 Logout

Process Successful SITS_PROCESS_SUCCESSFUL

Process completed successfully.

34311 - Qualify failure MAB Seq-3 (Marks= 3200, QMarks= 4000)
34311 - Qualify failure MAB Seq-3 (Marks= 3200, QMarks= 4000)
34313 - Qualify failure MAB Seq-3 (Marks= 2300, QMarks= 4000)
34313 - Qualify failure MAB Seq-3 (Marks= 2300, QMarks= 4000)

Finalise/Undo Module Results

Module Details

Shown below are details about the module currently selected.

Module	Occurrence	Year	Period	Students	Name
BU4501	A	2012/13	Y	15	Business Module for Training

Record Bar

The record bar can be used to move between the pages of students.

Start	Previous	Showing page 2 of 2 @ 10 records per page	Next	End	Go To
|<	<<	1 2	>>	>|	2 Go

Module Results

Displayed below is a list of any student module results which can be finalised or undone.
Use the Finalise or Undo buttons next to the individual records to perform the task for a single student.
The Finalise All and Undo All buttons at the bottom of the screen can be used to automatically perform the task for all displayed records in a valid status for that action.

Student				Module			1 - TEST 20% Term Test		2 - CWN 0% HT Marketing Case Study - Pass/Fail		3 - EXAMA 80% Written Examination		
Student ID or Exam No.	Name	Att	Final	Mark	Grade	Status	Mark	Grade	Mark	Grade	Mark	Grade	
34310		1	*	67.00	21	P	65.52	P	?	P	67.50	P	Undo
34311		1	*	41.00	QF	D	78.25	P	?	P	32.00	F	Undo
		2					-	-	-	-	?	?	
34312		1	*	74.00	1	P	50.00	P	?	P	80.00	P	Undo
34313		1	*	18.00	AB	F	0.00	AB	?	F	23.00	F	Undo
34314		1	*	62.00	21	P	40.00	P	?	P	67.00	P	Undo

Undo All Finalise All

Dealing with Supplemental results

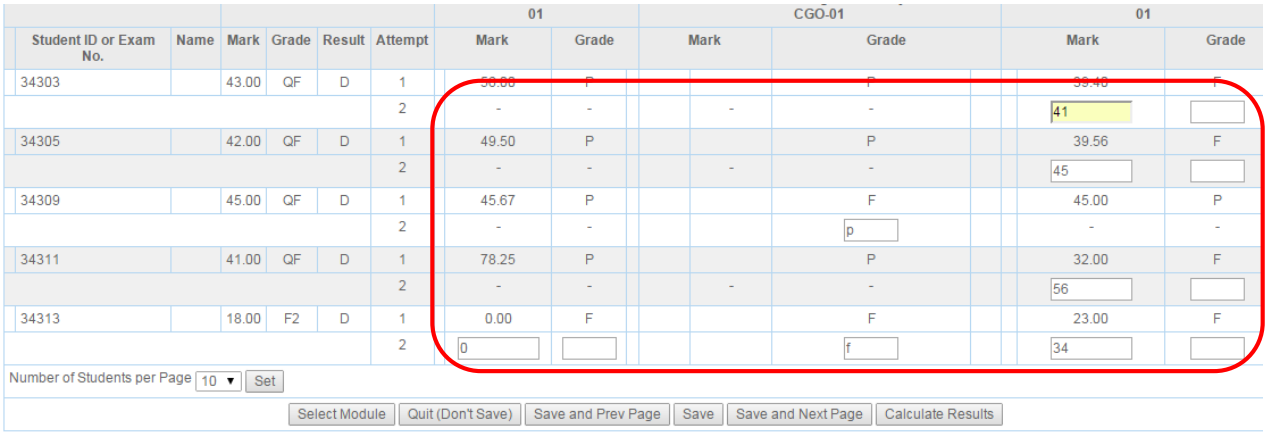
Following the supplemental sessions the marker has to enter marks and/or grades for each reassessment item that a student has completed.

Tip: Everytime you make a change, Calculate, (Process) Finalise and then Confirm

Step 30: Select the relevant assessment modules using the checkboxes on the right

Step 31: Beside **Display** select **All students**

Step 32: Click **Enter Supplemental/Special Result**



						01		CGO-01		01	
Student ID or Exam No.	Name	Mark	Grade	Result	Attempt	Mark	Grade	Mark	Grade	Mark	Grade
34303		43.00	QF	D	1	50.00	P		P	39.40	F
					2	-	-	-	-	41	
34305		42.00	QF	D	1	49.50	P		P	39.56	F
					2	-	-	-	-	45	
34309		45.00	QF	D	1	45.67	P		F	45.00	P
					2	-	-		p	-	-
34311		41.00	QF	D	1	78.25	P		P	32.00	F
					2	-	-	-	-	56	
34313		18.00	F2	D	1	0.00	F		F	23.00	F
					2	0			f	34	

Number of Students per Page 10 Set

Select Module | Quit (Don't Save) | Save and Prev Page | Save | Save and Next Page | Calculate Results

Step 33: After entering the supplemental results click **Save**, or **Save and Next Page** if there are many pages

Step 34: Once all results are saved choose Quit (Don't Save) to return to the 'Selected Module' screen

Step 35: Choose **Calculate Module Results**

Step 36: Results will be calculated and any errors displayed, then choose **Confirm**, then **Return to Selected Module** and then **Finalise Module Results**

Step 37: The list of students are then displayed and results can be finalised either individually or using the **Finalise All** option.

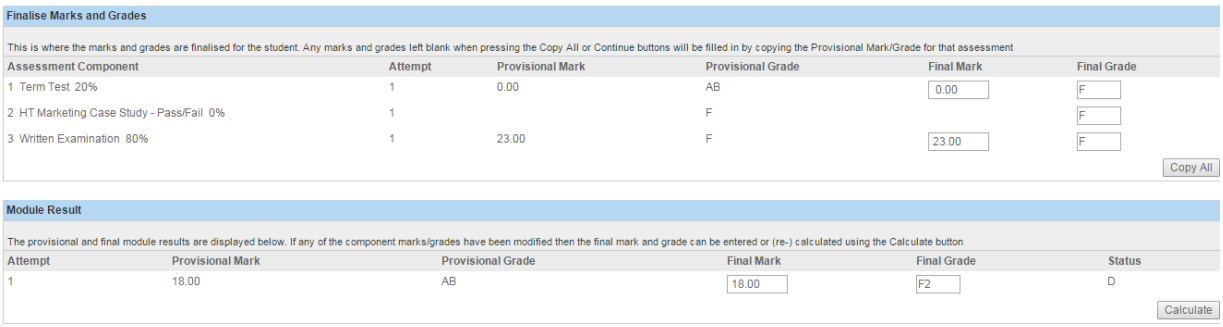
Tip: Remember to choose Finalise All for each page of students

Amending a student's results

There are going to be cases where a student's results need amending to cater for certain circumstances. Some examples of these special cases are covered further on. What follows are the general steps for amending a student's marks/grades and dealing with special cases.

Step 38: If a student's marks or grades need to be modified or updated then start by choosing **Finalise Module Results** from the main 'Selected Module' screen.

Step 39: Click **Undo** for the relevant student and then click **Finalise**.

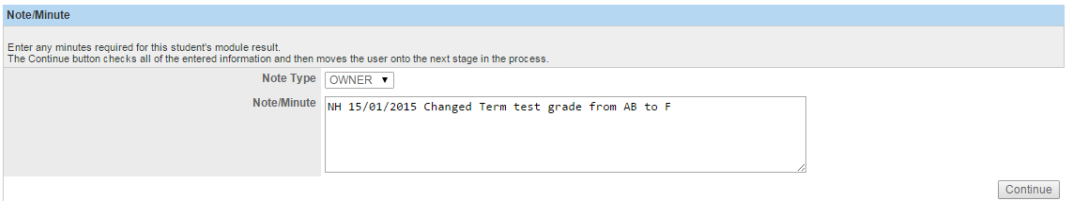


Step 40: In the **Finalise Marks and Grades** box click **Copy All** (to the right)

Step 41: Make the necessary changes to the **Final Mark/Final Grade** for the relevant component(s). Some examples and relevant Grade codes are covered further on.

Step 42: If you are only adjusting a component mark/grade then in the Module Result container click **Calculate. Do not hit Calculate if you are manually entering a Final Mark or Final Grade into the Module Result box.** Some examples are covered later.

Step 43: Add the relevant **Note/Minute** at the bottom of the screen indicating why the grade has been changed. It is a good idea to add a date and your initials here. These notes can appear in various reports, but would not be visible to the student.


Note/Minute
Enter any minutes required for this student's module result.
The Continue button checks all of the entered information and then moves the user onto the next stage in the process.
Note Type
OWNER
Note/Minute
NH 15/01/2015 Changed Term test grade from AB to F
Continue

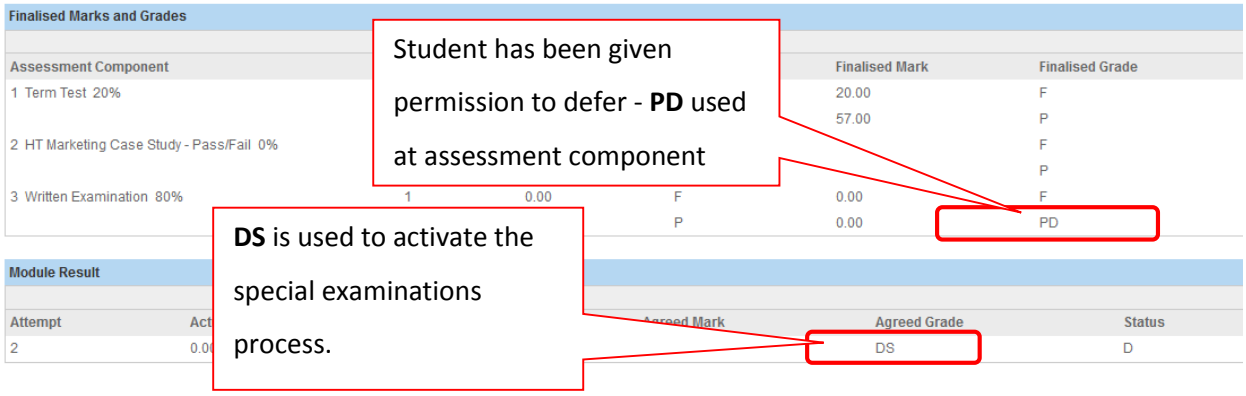
Step 44: At the bottom right of the screen click **Continue** and then **Confirm** until the banner appears at top of the screen indicates that the result has been successfully finalised.

Examples of Special Cases

See the Appendices for a full list of the grades which have been setup to assist with student cases, and an explanation for each one. What follows are some examples of how to deal with some specific circumstances.

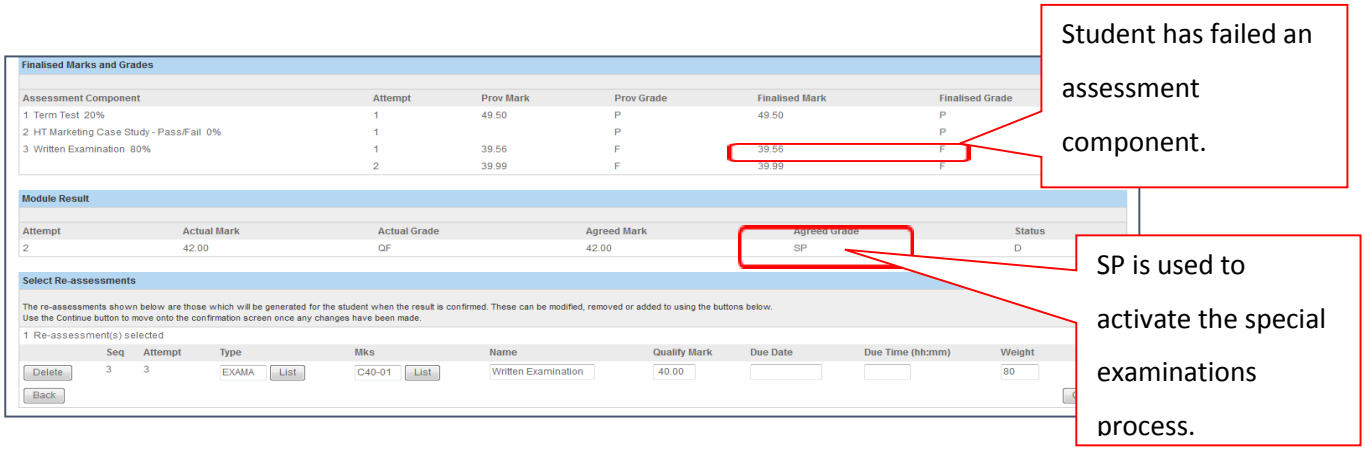
Example 1 – Permission to Defer

- Student has been given **permission to defer** an assessment component.
  So **PD** is used at assessment **component** level.
- **DS** (Defer to Special) must be used at module level in order to activate the special assessment process. After entering DS for the Module Result, **do not hit Calculate**.



Example 2 – Failed a component, permission to be reassessed

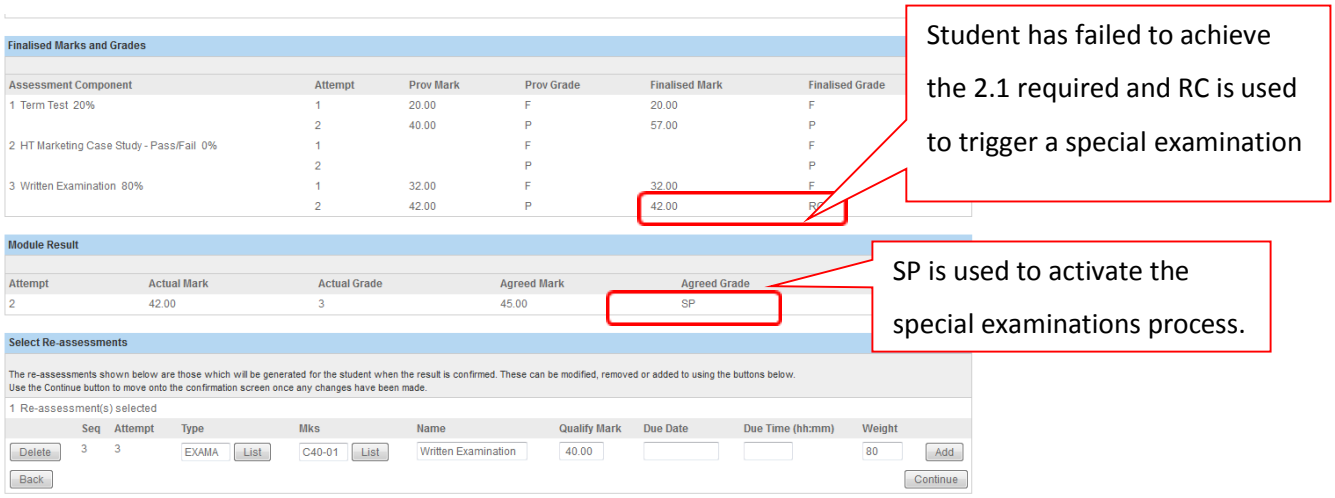
Student has failed an assessment component but been given permission to be reassessed in the module. **SP** (Special) must be used at module level in order to activate the special assessment process. After entering SP for the Module Result, **do not hit Calculate**.



Example 3 – Permission to sit a special examination

Student has passed all/some module assessment components but has been given permission to sit a special examination (e.g. for *ad mis* reasons). If a component that was already passed e.g. at the supplemental exam is to be re-assessed (for whatever reason) then **RC** (re-assess component) is used at component level to trigger a special examination for that component.

SP (Special) must be used at module level in order to activate the special assessment process. **Do not hit Calculate** after entering SP for the Module Result.


Finalised Marks and Grades
Assessment Component | Attempt | Prov Mark | Prov Grade | Finalised Mark | Finalised Grade
1 Term Test 20% | 1 | 20.00 | F | 20.00 | F
2 | 40.00 | P | 57.00 | P
2 HT Marketing Case Study - Pass/Fail 0% | 1 | F | F
2 | P | P
3 Written Examination 80% | 1 | 32.00 | F | 32.00 | F
2 | 42.00 | P | 42.00 | RC
Module Result
Attempt | Actual Mark | Actual Grade | Agreed Mark | Agreed Grade
2 | 42.00 | 3 | 45.00 | SP
Select Re-assessments
The re-assessments shown below are those which will be generated for the student when the result is confirmed. These can be modified, removed or added to using the buttons below.
Use the Continue button to move onto the confirmation screen once any changes have been made.
1 Re-assessment(s) selected
Seq | Attempt | Type | Mks | Name | Qualify Mark | Due Date | Due Time (hh:mm) | Weight
Delete | 3 | 3 | EXAMA | List | C40-01 | List | Written Examination | 40.00 | 80 | Add
Back | Continue
Student has failed to achieve the 2.1 required and RC is used to trigger a special examination
SP is used to activate the special examinations process.

Example 4 – How to Withdraw a Student from a Module

Should it be necessary to entirely withdraw a student from a Module, you can enter the code **W** under Agreed Grade in the Module Result box. **Do not hit Calculate** after entering W, simply choose Confirm, Continue etc. at the bottom right of the screen. You can leave F or AB for the component grades.

Appendix A: Grades for Marks of 0% / Grades for 'Student Cases'

SITS requires a grade and/or mark for every student – even those who do not attend an exam or do not complete an assessment. Therefore a number of grades have been set up in the component mark schemes to deal with these 'student cases'. All the grades shown in the table below are possible with a mark of 0% (except for 'RC'). They are also valid for grade-only mark schemes. **Note:** The grades of PD and AR may only be awarded following approval by the suitable authority e.g. Senior Lecturer or Dean of Graduate Studies

Comp Grade	Description/Comment	Effect at Initial/Annual Assessment	Effect at Re-assessment/ Supplemental
AB	**Ab**sent without explanation The student was absent from an exam/test or failed to submit an assessment. This is the default value which will initially be assigned automatically when 0% is entered.	The module will also be given the grade AB and will be deemed to be failed with no possibility of re-assessment. The student will be excluded from the course. **Note:** It is very unusual that a student remains on this grade. The vast majority of absences are explained and another grade is awarded to the component and to the module.	
F	**F**ail The student was assessed and was awarded 0%.	Same as any other failed component.	
PD	**P**ermission to **D**efer The student was absent from an exam/test or failed to submit an assessment but provided an acceptable explanation and has been given permission to defer.	The student will be re-assessed at the next scheduled exam session for that course year. The attempt number in SITS will not be incremented. **Note:** The next scheduled session may be in the next academic year. E.g. in Moderatorship years	The student will be re-assessed at the next annual session. The attempt number in SITS will not be incremented.

AR	**A**bsent but will be **R**e-assessed The student was absent from an exam/test or failed to submit an assessment and has been given permission to be re-assessed despite the absence.	The student will be re-assessed at the next scheduled exam session for that course year. The attempt number in SITS will be incremented, **Note:** The next scheduled session may be in the next academic year. E.g. in Moderatorship years	
NA	**N**ot **A**ssessable It was not possible to assess the student in this component. e.g. a one-term visiting student who is not at TCD for the annual exam	The student must be assessed according to a different pattern. The marker should calculate the overall module mark/grade outside SITS and enter these as a final mark and/or grade for the student. See 'Finalising Module Marks and Grades' below. **Note:** A module cannot be finalised with the grade NA. It must be changed to another grade.	
RC	**R**e-assess **C**omponent The student has been assessed and passed the component but the component will be re-assessed e.g. in many science/engineering courses supplemental always involve a repeated exam regardless of the students result in the annual exam.	The student will be re-assessed at the supplemental session although the component has been passed already. The attempt number in SITS will be incremented.	Only applicable if the student will be re-assessed by means of a special exam. The student will be re-assessed at the special session although the component has been passed already. The attempt number in SITS will be incremented.

If the student has failed a module and permission has been given to defer to special exams at module level, then either of the codes (depending on circumstances) shown in the table below should be used to trigger the special (examination) re-assessment process.

Finalising of module marks is done using the process described previously. SP or DS must be entered as the Agreed Grade in the Module Result container in order to trigger a special re-assessment. Do not click on the Calculate button just click Continue and Confirm until the

banner is displayed at the top of the screen indicating that the result has been successfully agreed.

Comp Grade	Description/Comment	Effect at Re-assessment/ Supplemental
DS	Defer to Special examination The student has been given permission to be assessed by means of a special exam/assessment.	The student will be assessed by means of a special exam/ assessment at a special exam session (usually in October)
SP	Special examination The student has been assessed but has been given permission to be re-assessed by means of a special exam/assessment.	The student will be re-assessed by means of a special exam/ assessment at a special exam session (usually in October).

Appendix B: Table of Assessment Types

AST Code	Short name	Full name	Print Name?	Schedule an Exam in SITS?
ATTPAR	ATTEND/PART	Attendance/participation	YES	NO
CLIN	CLIN ASS/OSCE	Clinical Assessment/OSCE	YES	NO
CWN	COURSEWORK NAME	Coursework marked by name	YES	NO
EXAMA	EXAM ANON	Examination marked anonymously	NO	YES
EXAMN	EXAM NAMED	Examination marked by name	YES	YES
GROUP	GROUP ASSESS	Assessment of group work	YES	NO
ORAL	ORAL EXAM	Oral or *viva voce* examination	YES	NO

PLACE	PLACEMENT	Placement	YES	NO
TEST	TERM TEST	Term Test – Only used for some BU & EC modules	YES	YES

Appendix C: Table of Component Mark Schemes

Code	Pass Mark	Marks	Grades	Description/Comment
C40-01	40%	40.00% - 100% 0% - 39.99%	Pass (P) Fail (F)	Component mark scheme with 40% pass mark, number 1. The most common mark scheme. For use in all UG assessments (other than in Health Sciences).
C40-02	40%	70.00% - 100% 40.00% - 69.99% 0% - 39.99%	Distinction (D) Pass (P) Fail (F)	Component mark scheme with 40% pass mark, number 2. Only for use where a grade of 'Distinction' may be awarded for an individual assessment component.
C50-01	50%	50.00% - 100% 0% - 49.99%	Pass (P) Fail (F)	Component mark scheme with 50% pass mark, number 1. For use in most UG assessments in Health Sciences and in many PG assessments
C50-02	50%	70.00% - 100% 50.00% - 69.99% 0% - 49.99%	Distinction (D) Pass (P) Fail (F)	Component mark scheme with 50% pass mark, number 2. Only for use where a grade of 'Distinction' may be awarded for an individual assessment component.
CGO-01	n/a	n/a	Pass (P) Fail (F)	'Grade only' component mark scheme number 1. No numerical mark is awarded.

CGO-02	n/a	n/a	Distinction (D) Pass (P) Fail (F)	'Grade only' component mark scheme number 2. No numerical mark is awarded. Only for use where a grade of 'Distinction' may be awarded for an individual assessment component.

Appendix D: Table of Module Mark Schemes

Code	Description	Mark Ranges for Passing Grades			
M40-01	40% Pass mark	70%+ I	60% - 69% II-1	50% - 59% II-2	40% - 49% III
M40-02	40% Pass mark - no re-assessment/supplemental	70%+ I	60% - 69% II-1	50% - 59% II-2	40% - 49% III
M40-03	40% Pass mark - Pass/Fail	40%+ Pass			
M40-04	40% Pass mark - Distinction/Pass/Fail	70%+ Distinction	40% - 69% Pass		
M50-01	50% Pass mark	70%+ I	60% - 69% II	50% - 59% III	
M50-02	50% Pass mark - no re-assessment/supplemental	70%+ I	60% - 69% II	50% - 59% III	
M50-03	50% Pass mark - Pass/Fail	50%+ Pass			
M50-04	50% Pass mark - Distinction/Pass/Fail	70%+ Distinction	50% - 69% Pass		
MGO-01	Grade Only - Pass, Fail	Pass			

MGO-02	Grade Only - Distinction, Pass, Fail	Distinction	Pass		